



JOB POSTING

**UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)**

POSTING EXTENDED

POSTING NUMBER:	HR-0037	ISSUE DATE:	May 13, 2016
TITLE:	Supervising Accountant	CLOSING DATE:	June 3, 2016
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	S27: \$67,714.29 - \$96,415.56
LOCATION:	101 South Broad Street Trenton, NJ		
POSITIONS:	1	DISTRIBUTION:	Statewide

DESCRIPTION OF MAJOR DUTIES: Under direction of the Assistant Division Director, manages the SRD Finance Group's Funds Request process for 30+ programs. Oversees SRD Finance's Reconciliation Accountant to monitor transactions recording and reconciliation for three disparate reporting systems; (1) DCA/SRD Grant Reporting (SIROMS), (2) NJ State Expenditure Reporting (NJCFS), and (3) Federal Disaster Recovery Grant Reporting system (DRGR). Coordinates with SRD Finance staff and DCA Fiscal personnel on select transaction issues including expense modifications, allocations, etc., such that variances between the systems are minimized and addressed. Collaborates with SRD Finance's Program CFO to ensure all shifts in Program or Activity Budgets are correctly recorded in all three systems (SIROMS, DRGR, and NJCFS). Reviews and approves bi-weekly SRD payroll charges and chargebacks to ensure accurate and appropriate coding of charges to individual Programs and Administrative expense. Special projects as directed.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree, including or supplemented by twenty-one (21) semester hour credits in professional accounting subjects.

Possession of a valid certificate as a Certified Public Accountant issued by the New Jersey State Board of Public Accountants may be substituted for the Bachelor's degree and accounting credits.

EXPERIENCE: Four (4) years of professional auditing and/or accounting experience, one (1) year of which shall have involved supervisory responsibility and one (1) year of which shall have involved computer- processed accounting systems.

NOTE: Applicants may substitute a Master's degree in accounting for one (1) of the three (3) years of general professional experience indicated.

NOTE: Applicants who do not possess the Bachelor's degree but who do possess the twenty-one (21) semester hour credits in accounting may substitute the remaining experience for education as indicated above on a year for year basis.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0037
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer